USOE TESTING PRE-PRINT FILE LAYOUT
FOR PRE-PRINT OF STUDENT TESTING FORMS
(Updated: November 10, 2005)

Upload Method:

We are prepared to accept the **pre-print** file in two ways:

> 1) FTP (preferred)
>> Our FTP server is: **dcsnt1.usoe.k12.ut.us**
>> Each district has been assigned their own sub-directory on the above server. Find your sub-directory by looking for:
>>> **TESTING/PREPRINT\"District Name"**
>
> 2) DOS/WINDOWS diskette
>
>> Note: For either upload method, each record must be a 75 character text record followed by a carriage return and line feed.

Print Sequence:

Your forms will be printed in the sequence they appear on your pre-print file. In most cases, these files will come in to us in district, school, student name sequence. If you would like us to pre-print your tests or barcode labels by course & section or teacher, please supply an identifying NAME or NUMBER in columns 16-24 followed by the literal '99' in columns 25-26. When the pre-print program detects the '99', the NAME or NUMBER will appear as part of the heading that is printed on the student's testing form. This will allow you to identify which tests go to which teacher.

File Naming Convention:

For **"NRT"** testing, we need a separate file for each grade level to be tested. Please use the format → GRADE??.TXT where ?? is replaced with the numeric grade level.

> **Example:** A third grade student file would be named → **GRADE03.TXT**

For **"CRT"** testing, (**Grades K through 6**) a separate file is needed for *each grade level to be tested*. Please use the **"NRT"** convention above.

For **"CRT"** testing (Grades 7 thru 12) a separate file is needed for each *test given*. Try to pick a name that indicates the test type.

> **Example:** A Math level 7 test could be named → **MATH7.TXT**
> A Biology test could be named → **BIOLOGY.TXT**

Note: Please use the extension **".TXT"** for all pre-print files.

TESTING PRE-PRINT FILE LAYOUT

| | | | -Positions- | | |
Name	Type	Length	Start	End	Notes
District Number	Numeric	02	001	002	
School Number	Numeric	03	003	005	
Student Identifier (LEA)	Numeric	10	006	015	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks

Note: The following two fields (pos 16-26) are required ONLY if the pre-print file is sorted in alpha within Course Identifier sequence. Otherwise, fill these fields with blanks.

Name	Type	Length	Start	End	Notes
Course Identifier	Alpha/Numeric	09	016	024	Can be numeric course number or alphabetic teacher name
Course sequence identifier	Numeric	02	025	026	Only **99** or blank
Grade Level	Numeric	02	027	028	Include a leading zero for grades K-9 (I.E. 00, 01, etc)
Student Last Name	Alpha	14	029	042	
Student First Name	Alpha	09	043	051	
Student Middle Initial	Alpha	01	052	052	
Student Gender	Alpha	01	053	053	Only **M** or **F**
Student Ethnicity	Alpha	01	054	054	Only **A**, **B**, **C**, **H**, **I**, **P**, **U**
Student Birth Date	Numeric	06	055	060	Format: **YYMMDD**
Migrant Student indicator	Alpha	01	061	061	**Y** or blank
Special Ed. indicator	Alpha	01	062	062	**Y** or blank
Low Income indicator	Alpha	01	063	063	**Y** or blank
LEP code	Alpha	01	064	064	**A**, **B**, **C** ,**D**, **E** or blank
Title 1 code	Alpha	01	065	065	**R**, **M**, **B** or blank
SSID	Numeric	10	066	075	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks